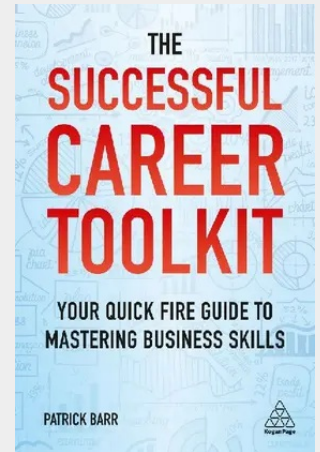


Successful Career Toolkit

Your Quick Fire Guide to Mastering Business Skills

As you progress in your career, you will face new challenges. From managing yourself, to managing processes, projects and people, what works for one situation may not work for another and you'll need to be able to develop and apply what you know in a different way. *The Successful Career Toolkit* is a helpful survival guide to keep on hand no matter where your career takes you. With focused, skill-based topics in three broad areas - managing yourself, managing tools and processes, and managing others - this book uses tried-and-trusted coaching techniques to help you face any imaginable workplace challenge, from asking for a raise or managing a difficult conversation, to improving your presentation skills or giving constructive feedback to an employee. Written by experienced senior business leader, coach, and mentor **Patrick Barr**, this book does what it says on the tin - providing concise and empowering guidance on a range of essential business skills. With practical, interactive exercises throughout, *The Successful Career Toolkit* is a vital resource you will return to again and again as you progress in your chosen career.

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